



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
FORT MONROE, VIRGINIA 23651-5000

REPLY TO
ATTENTION OF

S: 16 Mar 07

ATCC-TR

15 FEB 2007

MEMORANDUM FOR Region, Brigade, and Battalion Commanders,
U.S. Army Cadet Command

SUBJECT: Memorandum of Instruction (MOI) for the 2007 Leader
Development and Assessment Course (LDAC) Educators' Visit

1. **Task.** Cadet Command will conduct the annual LDAC Educators' Visit at Fort Lewis, Washington 20-23 July 2007. Nursing influencers will remain an extra day for their orientation to Army nursing, then depart 24 July 2007.
2. **Purpose.** Our goal is to showcase Warrior Forge '07 as experienced by Cadets, cadre, and lieutenants to key influencers, thereby increasing their support of Army Reserve Officers' Training Corps (ROTC).
3. **Scope.** This year, both nursing educators and other influencers will attend the same, single, LDAC Educators' Visit. See paragraph 5.a. for eligibility requirements and allocations.
4. **Concept.** All participants arrive on 20 July in time for the Welcoming Social/Buffer Dinner to begin at 1830 at the visit hotel. This year, nursing educators will depart one day later (24 July) from non-nursing influencers, who will depart 23 July 2007. See Enclosure 3.
5. **Commander's Guidance.**
 - a. I expect commanders to take responsibility for the participants they nominate for the 2007 LDAC Educators' Visit. I encourage commanders who feel they cannot adequately provide oversight (i.e., the ten PMS tasks listed at Enclosure 2) due to cadre constraints or other factors to defer inviting a participant until 2008 or 2009.
 - b. We want to invite key influencers who are not fully acquainted with the Army and Army ROTC. Invitations are not to be treated as a reward for those who are already active supporters of ROTC. The Educators' Visit is not meant to be a pretext for free vacation travel. Inviting retired military personnel does not make the best use of this limited resource in

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most cases. Civilian and university employees of Army ROTC battalions are not allowed to attend as educators. Key, full-time administrators of the Health Occupation Students of America (HOSA) organization are welcome to attend this year's visit if allocations allow. Finally, do not invite influencers who have already attended an educators' visit to LDAC/NALC or LTC since 2002.

6. Responsibilities.

a. Regions. Each region may send up to 39 nursing influencers and 39 other campus educators to this year's visit (78 seats total, per region). Region headquarters must assign allocations to brigades, and issue guidance on who may be invited and what form the invitations should take. Eastern Region will report its allocation plan, along with the names of its Brigade points of contact (POCs), to the LDAC Educators' Visit POC (see paragraph 8) **NLT 16 March 2007**.

b. Brigade headquarters WILL NOT EXCEED allocations. Instead, decide early how to assign allocations. Brigade nurse counselors should be closely involved in the selection of nursing influencers.

c. Battalions.

(1) Telephonically confirm intended invitees with the brigade POC **before** issuing an invitation to the educator.

(2) Once the intent to invite is confirmed with the brigade POC, battalions will issue invitations to educators. The form of the invitations; i.e., verbal, written, or formal, depends upon guidance from region and brigade commanders.

(3) Arrange travel. (Educators travel at government expense)

(a) First, determine if the educator will come to Fort Lewis alone, or chooses to have a guest or guests accompany him/her at his/her own expense. In nearly all cases, guests are family members. Educators are not allowed to invite outside influencers as guests. Guest expenses incurred by the educator include: travel to and from the Fort Lewis area; all meals during the visit (payable by cash or check during visit in-processing), and room surcharge if applicable (payable to the hotel). Although guests are welcome to attend every LDAC visit event,

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they are not required to accompany their host educator to any visit event or function. Educators who choose to have a guest or guests accompany them must contact the Educators' Visit POC directly at (253) 967-3116.

(b) Next, determine if the educator will vacation in the Fort Lewis/Seattle area prior to or after the Educators' Visit. Any participant who chooses to do so must coordinate their lodging and travel plans directly with the Educators' Visit POC by calling (253) 967-3116. The only authorized visit days for travel and per diem purposes are Day 1 through Day 4 (Day 5 for nursing attendees - see Enclosure 3). Expenses incurred outside those days are the educator's responsibility. The educator may choose to stay in the hotel prior to Day 1 or after check-out at his/her own expense. All educators who do NOT intend to vacation at their own expense prior to the visit **MUST NOT** arrive before Day 1; lodging will NOT be provided prior to Day 1. Educators must also determine their return travel. They cannot remain in the Fort Lewis area at government expense after the visit is over.

(4) **Educators must decide upon a mode of travel to get to the Fort Lewis/Seattle area.**

(a) Privately Owned Vehicles (POVs). Educators may choose to travel by POV. They will be reimbursed at the authorized rate of approximately **44 cents per mile**, not to exceed the dollar limit of the least costly expense of commercial aircraft listed on their Invitational Travel Order, plus the cost of necessary parking fees, bridge, ferry, or other tolls incurred while in a travel status as per travel orders. For purposes of per diem payment, travel time by POV is limited to one day each way; Day 1 and Day 4 for influencers and Day 1 and Day 5 for nursing influencers. Educators must retain receipts and ticket stubs to substantiate claims for reimbursement of POV travel expenses. They must arrive at the visit hotel **NLT 1600 hours** on Day 1. Additional hotel expenses are not authorized prior to Day 1 and after Day 4 (Day 5 for nursing influencers.) They may not use their POVs to visit training sites on Fort Lewis during the visit; government transportation is provided for all group travel during the visit.

(b) Train. Educators who choose to travel by train must coordinate with the Educators' Visit POC for transportation to and from the train station to the visit hotel.

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(c) Commercial Air. For educators who choose to travel by commercial aircraft, the battalion is responsible for making airline reservations for the educator and providing him/her with tickets from their supporting official travel offices. **Purchase of airline tickets through a private travel agency is NOT authorized and reimbursement for such tickets CANNOT be made.** Units do NOT need a completed Invitational Travel Orders (ITO) in order to make the reservation, and should not wait for the ITO before doing so. Educators who desire to vacation in the Seattle area normally receive their Day 1-to-Day 4 (Day 5 for nursing influencers) airline ticket from the battalion, and then coordinate with the travel agency for a change; thereby, paying the cost difference themselves. (Battalions should confirm those procedures with their official travel agencies.) Educators who arrive at Sea-Tac airport on Day 1 must **secure their luggage and move to baggage carousel #16** to meet Educators' Visit personnel for bus/van transportation to the hotel. Educators who land at Sea-Tac after 1630 hours will NOT reach the hotel in time for the beginning of the social/buffet dinner that evening. Educators who choose to fly to Seattle early on vacation can link up with the Educators' Visit either by reporting to baggage carousel #16 at Sea-Tac Airport **NLT 1400 hours on Day 1**, or by traveling to the visit hotel on their own.

(5) **Planning to depart the Fort Lewis/Seattle area.**

(a) Privately Owned Vehicles (POVs). Educators with POVs may depart after breakfast on the morning of Day 4 (Day 5 for nursing participants).

(b) Train. Educators' Visit personnel will provide transportation to the Lacey/Olympia (OLW) train station if needed.

(c) Commercial Air. Participants should be advised that government transportation will depart the hotel three hours prior to their departing flight times.

(6) Securing ITOs. Once all information is gathered for the participant, **and NLT 20 April 2007**, the battalion will forward through brigade to the LDAC Educators' Visit POC, **a completed LDAC Educators' data sheet (Enclosure 1)**. **Incomplete data sheets will be returned to the battalion for completion.** The Educators' Visit POC will use the data sheet to generate ITOs and lodging reservations. Eastern Region Headquarters will not

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prepare any ITOs for LDAC educator visitors. Once each ITO is complete, the LDAC Educators' Visit POC will send ITOs back to brigades or battalions (depending upon brigade SOP).

(7) Cancellations. If an educator cannot attend the visit after all arrangements are made, cadre must first inform the brigade and the LDAC Educators' Visit POC. Battalions are **NOT AUTHORIZED** to invite replacements without LDAC Educators' Visit POC approval. The LDAC Educators' Visit POC will ensure that the ITO and lodging reservation are properly cancelled. The inviting battalion must cancel travel arrangements.

(8) Brief the educator on expectations before he/she leaves home.

(a) Inviting units must ensure that participants understand what they will be doing during the visit, and are confident that they are physically able to fully participate.

(b) Clothing. See Enclosure 4 - LDAC Educators' Visit Packing Tips for suggested clothing. **Do NOT issue BDUs or ACUs to LDAC educators.** Also, we discourage LDAC educators from wearing partial uniform parts.

(9) Assign an escort.

(a) Every educator should have his/her own "escort" for our **two evening social functions**. We want escorts to be able to answer questions about the ROTC and LDAC programs, and to assist participants with any concerns they have. Escorts are usually (but not always) the senior battalion cadre member present at LDAC during the Educators' Visit. Escorts should inform their LDAC chain of command upon reporting to LDAC that they are educator escorts. The rules, exceptions, and recommendations for designating escorts are as follows:

(b) Only one escort is required for multiple educators from the same university.

(c) Escorts come from LDAC cadre only. Travel from campus to Fort Lewis for the sole purpose of attending the LDAC Educators' Visit is NOT authorized, except when PMSSs feel they must send a non-LDAC cadre member with an educator, in which case justification must be submitted through the Educators' Visit POC for the LDAC Commander's approval.

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(d) Battalions with more than one cadre member at LDAC can split the escort duties between two cadre members. However, they must inform the POCs early which escort is handling which function.

(e) Escorting an educator is a secondary responsibility at LDAC. Each cadre member's primary responsibility is to his/her assigned committee or section. Committee/section chiefs may ask that escorts be replaced. When that occurs, the Educators' Visit POC will identify a new escort from LDAC personnel.

(f) Recommendation: Battalions with no cadre assigned to LDAC during the visit should consider waiting until 2008 to invite an educator to LDAC.

(10) Uniforms. On the day the educators arrive at LDAC, there will be a buffet dinner. Attire for both educators and escorts will be civilian casual. Attire for the Visit Banquet, two nights later, will be Class A uniform. The Visit POC will provide escort transportation to and from the Warrior Forge TOC and selected off-post cadre lodging locations.

(11) Before the spring term ends, the designated escort should make **every effort** to meet the educator if they have not met before. A successful technique is to make the designated escort responsible for preparing the educator's trip to Fort Lewis.

(12) Meal Costs for Escorts. For most escorts, buffet and banquet meals will be provided at government expense, and should be listed as such on LDAC TDY claims. However, COMTek cadre will not attend at government expense. COMTek cadre will need to pay the Educators' Visit POC by check or cash prior to the event or upon arriving at the event (meal costs TBP).

(13) Follow-up visit and travel close out. After the educator returns home from the LDAC visit, battalion commanders must have someone check in with them to follow up on any concerns or issues they have, and assist them in completing and submitting their DD Form 1351-2 (Mar 2000). Educators may claim per diem for the days of travel, mileage to and from, and parking at their home airports. Vouchers with supporting documents can go directly to:

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DFAS Travel Pay Services

ATTN: Dept 3700

8899 E. 56th Street

Indianapolis, IN 46249

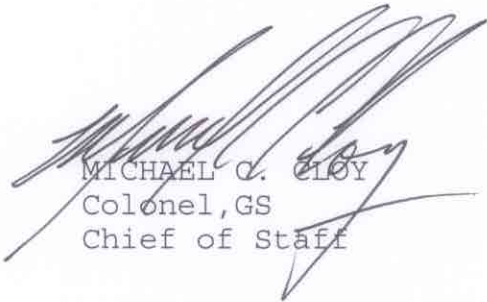
Tel: 1-888-332-7366

7. **Change #1** to this memorandum will be published **NLT 16 March 2007**, and will include the designation of the visit hotel, the amount for COMTek cadre meal payment, and a tentative visit itinerary for Days 1-5.

8. **Points of contact.** This year's OIC is MAJ Mike Alston, HQ, Western Region at (253) 967-9606 or michael.alston@usacc.army.mil. Ms. Sarah Gammon will manage allocations, prepare rosters and ITOs. She can be reached at (253) 967-3116, DSN 357, FAX extension 9815 or sarah.gammon2@usacc.army.mil or sarah.gammon@us.army.mil. If you have questions concerning procedures for the 2007 LDAC Educators' Visit, please contact them.

FOR THE COMMANDER:

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MICHAEL C. CIOY
Colonel, GS
Chief of Staff